

## How to Use the HSP35 Major Laboratory Equipment, Furnishings and Related Services Statewide Contract

Contract #: HSP35                      Contract Duration: 02/01/2012 to 9/30/2015\*  
MMARS #: HSP35\*                      Options to renew: None  
COMMBUYS PO #: PO-14-1080-OSD01-OSD10-00000001295  
Contract Manager: Peter Etzel 617-720-3397 [Peter.Etzel@state.ma.us](mailto:Peter.Etzel@state.ma.us)  
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)

\*New procurement: Planned start date for new statewide contract HSP41 Laboratory Supplies and Equipment is October 1, 2015 to replace current contracts HSP34 & HSP35 when they end. A Quote on HSP41 COMMBUYS Bid # BD-15-1080-OSD01-OSD10-00000002548 can be submitted only in COMMBUYS from 1/7/15 3:00PM – 3/31/15 3:00PM by vendors with completed COMMBUYS registration.

### Contract Summary

This contract covers products and related services costing \$50,000 or more that are used in healthcare or scientific type laboratories including, but not limited to, clinical, forensic, environmental, and educational settings. The products and services available include:

- all laboratory equipment, peripherals, and furnishings
- installation and setup including integration into existing systems
- consumable and reagent agreements for specific instruments
- extended warranties, service and maintenance agreements
- technological upgrades
- test result reporting

This contract requires that the Purchasing Entity complete a Request for Quote (RFQ) form specifying the items and services to be purchased and distribute it to all those Vendors who are currently active on SWC HSP35. For items costing less than \$50,000 each, this contract may be used in place of SWC HSP34 Laboratory Supplies and Minor Equipment if the RFQ process is followed.

### Benefits and Cost Savings

- The RFQ process allows a Purchasing Entity to request on the RFQ form, ancillary costs or requirements such as training, service and maintenance, and supplies.
- In addition to direct outright purchase, purchases made through this contract may be: term leases, reagent rental, or cost per test agreements.
- Many SDP Plans include subcontractors that help a department to meet their SDP annual benchmarks.
- Vendors have local, regional, national and international experience and exposure.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options (All Categories)

**Purchase Options:**

Purchases made through this contract may be direct outright purchases, term leases, reagent rental, or cost per test agreements. A purchaser is required to request quotes from all active HSP35 Contractors prior to issuing a Purchase Order and report the results to the Commonwealth Contract Manager. The RFQ and Results Reporting forms are attachments to this MBPO. Purchasers may add categories and details appropriate to their needs. Contractors are listed on the MBPO - click the "Vendor" Tab, then the "Distributors" Tab.

*All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract HSP35" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract HSP35 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."*

**Pricing and buying details:**

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#). For more help, please contact the COMMBUYS Help Desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number HSP35 in the "Description" field.

**Ordering process requires Quotes:**

Buyers are required to provide an RFQ to all current HSP35 vendors to obtain "Best Value" and to report the results to the Contract Manager. The RFQ and Results Reporting forms are attachments to this MBPO. Purchasers may add categories and details appropriate to their needs.

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab. Specific steps to follow to create the bid for quoting through COMMBUYS:

1. Start with a New Requisition - on the General Tab, fill in all required information and **make sure** to check off the **Solicitation Enabled** check box.

2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use HSP35 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Click on the "Vendor" Tab, then click the "Distributors" Tab, then select all the vendors (you must solicit quotes from all current vendors).
5. Attach your RFQ and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab is for internal reminders visible to those with Basic Purchaser access to COMMBUYS.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a Bid, go through all the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once all information is reviewed submit the Bid for approval. Once approved, send it to all the vendors.
11. After quotes are received and evaluations of them are completed, awards and orders should be placed through COMMBUYS from the Bid.

### Prevailing Wage Rates

All or part of the service(s) available under this contract may require the payment of prevailing wages. Details follow regarding when the purchasing authority must request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#), phone 617-626-6953. Prevailing wages may be required under M.G.L. c. 149, Sections 26 through 27D (construction); Section 27F (trucks, vehicles and other equipment performing public works functions (non-construction); Section 27G (moving office furniture) and 27H (state cleaning contracts). Any eligible public entity that uses this contract will be considered the "awarding authority" and must request a prevailing wage schedule at the time of the engagement of the Contractor for specific services.

## Additional Information

**Geographic service and delivery areas** - Contractors will be able to provide the requested service(s) throughout the Commonwealth.

**Returned Goods:** The Purchasing Entity may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order, unless at time of the order the Vendor clearly stated in writing that an item was not returnable. If the Purchasing Entity discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced or a credit issued. A wrongly shipped item received in error for which the Purchasing Entity notifies the Vendor within 60 calendar days of receipt must be replaced, credited, or repaid by check at the option of the Purchasing Entity. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

**Delivery:** Shipping and delivery costs are part of the RFQ form posted with the MBPO.

**Recalls or Notices of Defects** - The purchaser is to be notified by the Vendor within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.

## Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the COMMBUYS, login page click on the "Contract & Bid Search" link, click the Contracts/Blankets button, enter the contract number HSP35 in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled

“Header Major Status” – if so, use the dropdown menu to select “3PS-Sent), then all users click the “Find It” button, to see all MBPO’s. You will see the MBPO listed. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO.

## Strategic Sourcing Team Members

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## Vendor List and Contract information

*The available Contractors are listed below. Supplier involvement in the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), & Prompt Pay Discount (PPD):*

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|---------------------------------|--|
| 1. <b>AB Sciex, LLC</b>         | 877-740-2129, SDP, no PPD                      |
| 2. <b>Fisher Scientific</b>     | 508-360-5353, SDP, PPD 1% within 10 days       |
| 3. <b>Government Scientific</b> | 800-248-8030x160, SDP, no PPD                  |
| 4. <b>Leica Geosystems</b>      | 800-367-9453, SDP, PPD 2% within 10 days       |
| 5. <b>Qiagen, Incorporated</b>  | 800-426-8157x22179, SDP, PPD 1% within 10 days |
| 6. <b>VWR International</b>     | 678-288-3159, SDP, PPD 1% within 10 days       |

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